



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received	Application No.	Date Completed
		JUL 8 1974	74-249	JUL 22 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways Office of Surveys and Aerial Mapping Fulton County Airport Atlanta, Georgia		4. Person to Contact Doug Davis		
		5. Working Title Adm. Officer	6. Tel. No. 696-4634	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1951 - To Date

Aerial Photograph Negative File

10. What is the function of the office in which this record series is created
The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into five sections: The Pre-Construction Section, Which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects; and the Tollroads Section, which coordinates, administers and supervises the development, financing, implementation and operation of existing and proposed tollroads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to aerial photographs used for mapping and location studies.

Included are 9" x 9" negatives.

The rolls of negatives are filed in cans. File is arranged by can number. Can numbers are assigned chronologically. A cross reference index is maintained by counties and state route numbers.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				53	
Shelving		104	AVERAGE DAILY REFERENCES	This Year's	Last Year's
				20	20
					Preceding Year's
					All Prior Years
					10
					10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ []
These photographs are used to produce topographic maps.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []
They provide a basis for comparing the changes in area over a period of time.

24. REQUIREMENTS. The following requires the files to be kept Permanently.

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] Other then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [XX] Other: (Specify) Hold in current files area permanently.

Rationale: The film is stored in a room that was designed specifically for the storage of film. The aerial photographs are used by DOT, other State agencies and local government. Not for use of general public.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

26. Recommendations

☒ [✓] Approved ☐ [] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☒ [✓] Approved ☐ [] Disapproved

Department of Audits/Designee

Date

25 are:

Records

☒ [✓] Approved ☐ [] Disapproved

Secretary of State/Designee

Date

Committee

☒ [✓] Approved ☐ [] Disapproved

Department of Law/Designee

Date